सरकार मान्य

CCCT ℠

Certificate Course in Computer Technology

Duration: 5 Months

The Best Program For Beginners ™

RAJ — We make IT happen ®

JOB GUARANTEE 100% QUALITY TRAINING

Certificate Course in Computer Technology (CCCT) is the best program for beginners. CCCT is not only best for getting basic computer knowledge but also has a coverage of 18 industry relevant topics. CCCT covers six important aspects of computers, BASICS, MS OFFICE, PROGRAMMING, ACCOUNTANCY, DESK TOP PUBLISHING and WEB DESIGNING. CCCT helps student to take a decision for a career in computer. CCCT is also useful for the students who don't have much time for pursuing any in-depth programs. On enrollment the student is given a CCCT Quality Course Material. The student has to appear for an examination (Government recognised) and will be awarded a certificate.

Career Opportunities: Office Assistance, Data Entry Operator, Computer Operator, Accounts Assistant, Front Desk Executive.

Program Contents

Certificate Course in Computer Technology

1. **Introduction to Computers:** Evolution of Computers | Hardware and Software | Evolution of Language | Operating System.
2. **Hardware Concepts:** What is a Computer? | Block diagram of Computer and CPU | Types of Computers | Input / Output Device | Memory.
3. **E-Commerce:** What is E-Commerce | Example of E-Commerce | How to Use E-Commerce | Scope of E-Commerce | Benefits of E-Commerce
4. **Windows:** Introduction to Windows | My Computer | Desktop | Network Neighborhood | Recycle Bin | Control Panel | Text Editor | Notepad / WordPad | Paint | Windows Explorer | Files and folders | Search.
5. **Word:** Introduction to Word | New file | Undo / Redo | Goto Command | Views | Header and Footer | Page break | Auto text | Symbol / Bookmark | Font & Paragraph | Border | Spelling / Grammar | Auto Correct | Mail Merge | Table.
6. **Excel:** Introduction to Excel | Auto Fill / Custom Fill | Formula | Tables | Merge and Center | Chart | Goal Seek | Sorting Lists | Header and Footer.
7. **PowerPoint:** Introduction to PowerPoint | Blank Presentation | Layout | Design Template | Views | Slide Show | Drawing Toolbar | Slide Animation | Slide Transitions | Slide Show options.
8. **Internet:** Introduction to Internet | E-mail | Search on internet | Introduction to Social Networking.
9. **Digital Marketing:** What is Digital Marketing | Types of Digital Marketing | Advantages of Digital Marketing
10. **TallyPrime:** Introduction to Tally | Accounting Concepts | Charts of Accounts | Golden Rules of Accounting | Company Creation | Purchase / Sales Entry | Receipt / Payment Entry | Contra / Journal Entry | Debit / Credit Note | Stock Journal | Accounting Features | Reporting from Tally.
11. **MS Outlook:** Setting up E-mail Account | Inbox | Outbox | Sent Folder | Creating and Sending a Message | Draft Messages | Send and Receive | Replying / Forwarding | Attachments | Address Book.
12. **Programming Concepts:** Software Dev. Life Cycle | Requirement Analysis | System / Software Design | Operation and Maintenance.
13. **Access:** Introduction to Access | Database | Creating Database | Creating a Table | Primary Key | Saving a Table | Deleting Records | Sorting / Filter Data | Forms | Form Layout | Form Style | Entering Data in a Form | Query in Design View.
14. **Visual Basic:** Intro to Visual Basic | Data Types | Declaring Variables | Operators | Built in functions | Looping and Conditions.
15. **InDesign:** Introduction to InDesign | Creating Publications | Opening Publications | Toolbox | Viewing Pages | Template | Formatting Paragraphs | Placing Graphics | Page Setup Option | Page Numbering | Lines & Shapes | Group & Ungroup | Applying Colors | Printing Option.
16. **Photoshop:** Introduction to Photoshop | Menus | Toolbox | Creating New Image | History Palette | Selection Tool | Text and Layers | Adjusting Image | Brushes | Levels & Curves | Color Balance | Replace Color | Channel Mixer | Variations | Filters | Positioning and Scaling.
17. **HTML:** Introduction Of HTML. | Basic Tags | Text Formatting | Arranging HTML tags | Color Attributes | FONT Properties | Hyperlinks | Adding Image | Table | Nesting Table | Border Lines.
18. **Edge Animate:** Introduction to Edge Animate | Movie Explorer | Drawing Toolbar | View Section | Colors Section | Timeline | Frames / Playhead | Layers | Scale / Rotate | Rulers / Guide Lines | Symbol | Frame-by-Frame Animation | Motion / Shape Tweening .

Enrollment Procedures & Eligibility:

Any individual interested to become a computer literate, with age no bar, with qualification no bar can enroll for Certificate Course in Computer Technology (CCCT) at any of the RSTIL authorised training centres by paying a Tuition Fees and additional fees towards CCCT Kit & Exam charges.

Trust India's Top IT Company For A Quality Computer Training.